

PART I – SECTION J-1
CDRLs, DIDs, and DISTRIBUTION

List of CDRLs

<u>CDRL</u>	<u>Title</u>	<u>SOW Section</u>
A001	Program Management Plan (PMP)	C.3.8
A002	Program Status Report (PSR)	C.3.8.4
A003	Meeting Agendas	C.3.8.5
A004	Meeting Minutes	C.3.8.5
A005	Integrated Master Schedule	C.3.8.1
D001	Production Acceptance Test (PAT) Procedures and Test Data Sheets	C.3.9.1
D003	Test Report	C.3.9.1.1
E001	Configuration Management Plan (CMP)	C.3.11.1
F001	Quality System Plan (QSP)	C.3.10

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CONTRACT DATA REQUIREMENTS LIST (CDRL)					Page 1 of 1			
A. Contract line Item No. CLIN 2		B. Exhibit A		C. Category (Check appropriate one) <div style="display: flex; justify-content: space-around;"> TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/> </div>				
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor				
1. Data Item No. A001		2. Title of Data Item Program Management Plan (PMP)			3. Subtitle			
4. Authority MALSR DID A001		5. Contact Reference SOW C.3.8			6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required			10. Frequency One/R	11. As of Date (AOD) N/A		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14			15. Distribution			
14. REMARKS: Contractor's format is acceptable provided that it complies with applicable CDRLs and DIDs. Block 12. Contractor must submit the PMP within 15 calendar days after contract award (DAC) and must be available for review during the Post Award Conference (PAC). FAA comments on the PMP will be forwarded 20 calendar days after receipt of the initial PMP. The Contractor must submit the final PMP 15 calendar days after receipt of FAA comments. Block 15: See H.14, CDRL Distribution.					a. Addressee See block #14	b. Draft Copies	c. Final Copies Reg.	Repro
					16. Total			
G. Prepared By:			H. Date	I. Approved By		J. Date		
17. Price Group				18. Estimated Total Price				

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A. Contract line Item No. CLIN 2		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. A003		2. Title of Data Item Meeting Agendas			3. Subtitle		
4. Authority SOW		5. Contact Reference SOW C.3.8			6. Requiring Office AJW-9142		
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required			10. Frequency ASREQ	11. As of Date (AOD) N/A	
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14			15. Distribution		
14. REMARKS: The Meeting Agenda provides information concerning purpose, location, and schedule of conferences, reviews, audits, Technical Interchange Meetings (TIMs), Program Overview Meetings (POMs), and other scheduled meetings hosted by the Contractor. FORMAT: Contractor's format is acceptable provided that it complies with applicable CDRLs and DIDs and has been preapproved by the FAA. CONTENT: The agenda must include the following: <ul style="list-style-type: none">The purpose and objective of the meetingThe meeting location, date, and durationA daily chronological listing of each major topic or subtopic to be discussed and the time to be devoted to each topicA projected list of Contractor and FAA attendeesPresentation material consisting of all briefings, documents, visual aids, and other materials to be presented by the Contractor. Block 12 & 13. The draft agenda is required 20 calendar days prior to the date of each meeting, unless otherwise specified in the Statement of Work (SOW). FAA comments will be forwarded within 10 calendar days after receipt of the draft agenda. The final agenda is required 5 calendar days prior to the date of each meeting. Block 15. See H.14, CDRL Distribution.					a. Addressee	b. Draft Copies	c. Final Reg. Copies Repro
					See block #14		
16. Total							
G. Prepared By:		H. Date		I. Approved By			J. Date
17. Price Group				18. Estimated Total Price			

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1			
A. Contract line Item No. CLIN 2		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. A004		2. Title of Data Item Meeting Minutes		3. Subtitle			
4. Authority SOW		5. Contact Reference SOW C.3.8		6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required		10. Frequency ASREQ	11. As of Date (AOD)		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14		15. Distribution			
14. REMARKS: <u>CONTENT:</u> The minutes must include, as a minimum, the following information: <ul style="list-style-type: none"> Type of meeting and date Identification of the acquisition, with contract number Contractor name and address Meeting purpose and objective Summary of discussions, decisions, agreements reached, and directions of the meeting or individual subcommittees A list of attendees with name, organization, telephone number, internet address, E-Mail address, and facsimile number Action items resulting from the meeting Copies of all handouts, briefings, and other presentation materials from the meeting. <u>FORMAT:</u> Contractor's format is acceptable provided that it complies with applicable CDRLs and DIDs and has been preapproved by the FAA. Block 12. The draft minutes are required 5 business days after the date of each meeting unless otherwise specified in the Statement of Work (SOW). FAA comments, if required, will be forwarded 15 calendar days after receipt of minutes. Block 13. The Contractor must submit the final meeting minutes 5 calendar days after receipt of FAA comments. Block 15. See H.14, CDRL Distribution.				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
				See block #14			
				16. Total			
G. Prepared By:		H. Date	I. Approved By		J. Date		
17. Price Group				18. Estimated Total Price			

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1	
A. Contract line Item No. CLIN 2		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>	
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor	
1. Data Item No. A005		2. Title of Data Item Integrated Master Schedule (IMS)		3. Subtitle	
4. Authority SOW		5. Contact Reference SOW C.3.8		6. Requiring Office AJW-9142	
7. DD 250 Req'd LT	8. APP Code	9. Distribution Statement Required Not Required		10. Frequency MTHLY	11. As of Date (AOD)
12. Date of First Submission See block # 14		13. Date of Subsequent Submission See block #14		15. Distribution	
14. REMARKS: The IMS will include all tasks associated with the contract. It will be in contractor format. Block 12. The IMS will be developed prior to the Post-Award Conference (PAC) and be delivered 15 calendar days before the PAC. FAA comments on the draft IMS will be provided at the PAC. Block 13: The Contractor must submit the final IMS 5 calendar days after receipt of FAA comments. Monthly submission must be submitted with CDRL A002. Block 15: See H.14, CDRL Distribution				a. Addressee	b. Draft Copies
				c. Final Copies Reg.	Repro
				See block #14	
				16. Total	
G. Prepared By:		H. Date		I. Approved By	
				J. Date	
17. Price Group				18. Estimated Total Price	

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 2			
A. Contract line Item No. CLIN 3		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. D001		2. Title of Data Item Production Acceptance Test Procedures and Test Data Sheets		3. Subtitle			
4. Authority FAA Acquisition Management System		5. Contact Reference SOW C.3.9		6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required		10. Frequency One/R	11. As of Date (AOD) N/A		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14		15. Distribution			
14. REMARKS: Production Acceptance Test Procedures must be in Contractor format and must include as a minimum the following information: a. Purpose b. Scope c. Test Item Description d. Test Verification Requirements Traceability Matrix e. Test Equipment List f. Test Facility Requirements g. Test Configuration and Setup Diagrams h. Test Personnel Requirements i. Detailed Test Procedures j. Acronym List. Test Data Sheets must contain as a minimum the following: a. Identification of the specific test b. The purpose of the test c. The specific test objective, including reference to applicable requirements and specifications d. Test results/forms e. Date of Acquisition of the Test Data f. Provisions for signature of the Test Engineer, Quality Reliability Officer, FAA witness, and Quality Assurance. Block 12: The Contractor must submit 60 calendar days after contract award. Government review period is 30 calendar days. Block 13: The Contractor must submit CDRL D001 final 30 calendar days after receipt of FAA comments. Block 15: See H.14, CDRL Distribution				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
				See block #14			
				16. Total			
G. Prepared By:		H. Date	I. Approved By		J. Date		
17. Price Group				18. Estimated Total Price			

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1			
A. Contract line Item No. CLIN 3		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. D003		2. Title of Data Item Test Report		3. Subtitle			
4. Authority FAA AMS		5. Contact Reference SOW C.3.9		6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required		10. Frequency One/R	11. As of Date (AOD) N/A		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14		15. Distribution			
14. REMARKS: The test report must be in Contractor format and must include as a minimum the following information: a. Purpose b. Scope c. Test Item Description d. Test Verification Requirements Traceability Matrix e. Test Equipment List f. Test Facility Requirements g. Test Configuration and Setup Diagrams h. Test Personnel Requirements i. Detailed Test Results j. Test Data Sheets k. Acronym List l. Copies of the Engineers Test Log. Block 12: The Contractor must submit 30 calendar days after completion of the test. Government review period is 20 calendar days. Block 13: The Contractor must submit the final Test Report 30 calendar days after receipt of FAA comments. Block 15: See H.14, CDRL Distribution.				a. Addressee	b. Draft Copies	c. Final Reg.	Copies Repro
				See block #14			
				16. Total			
G. Prepared By:		H. Date	I. Approved By		J. Date		
17. Price Group				18. Estimated Total Price			

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1			
A. Contract line Item No. CLIN 5		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. E001		2. Title of Data Item Configuration Management Plan (CMP)		3. Subtitle			
4. Authority MIL-HDBK-61A		5. Contact Reference SOW C.3.11		6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required		10. Frequency One/R	11. As of Date (AOD) N/A		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14		15. Distribution			
14. REMARKS: The Contactor's CMP should be developed in accordance with MIL-HDBK-61A, Table A-2. Software CM should be contained in an attachment or appendix to the Contractor's Master Test Plan (CMTP) and should follow FAA-STD-026A, Data Item Description (DID)-FAA-026-24 which is found at: http://ato-p.se-apps.faa.gov/faastandards/FAADocs.htm . Block 12. The Contractor must submit the CMP outline within 30 calendar days after contract award. The CMP outline must be available for reference and comments during the Post Award Conference (PAC). The Contractor must submit a draft CMP 30 calendar days after the PAC. The FAA has 30 calendar days for review of the draft CMP. Block 13: The Contractor must submit the final CMP 20 calendar days after receipt of FAA comments. Block 15: See H.14, CDRL Distribution.				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Final Copies Repro
				See block #14			
				16. Total			
G. Prepared By:		H. Date	I. Approved By		J. Date		
17. Price Group			18. Estimated Total Price				

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CONTRACT DATA REQUIREMENTS LIST (CDRL)				Page 1 of 1			
A. Contract line Item No. CLIN 4		B. Exhibit A		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
D. System/Item MALSR		E. Contract/PR No. DTFAWA-10-R-00017		F. Contractor			
1. Data Item No. F001		2. Title of Data Item Quality System Plan (QSP)		3. Subtitle			
4. Authority MALSR DID F001 / F001-1 DID-FAA-QA-003 and DID-FAA-QA-003-1		5. Contact Reference SOW C.3.10		6. Requiring Office AJW-9142			
7. DD 250 Req'd LT	8. APP Code A	9. Distribution Statement Required Not Required		10. Frequency One/R	11. As of Date (AOD) N/A		
12. Date of First Submission See block #14		13. Date of Subsequent Submission See block #14		15. Distribution			
14. REMARKS: The QSP describes the Contractor's specific implementation of the quality management system needed to comply with FAA contract requirements. The QSP provides the FAA with a basis for assessment of the quality system and evidence of the Contractor's intent to comply with the contract quality requirements. If software is included as part of the MALSR product, the software QA content should be contained in an attachment or appendix to the QSP. The Software Quality Assurance Plan (SQAP) should follow FAA-STD-026A, DID-FAA-026-23. Contractor's format is acceptable provided that it complies with applicable CDRLs and DIDs and has been preapproved by the FAA. Block 12: A QSP must be submitted 45 calendar days after contract (DAC) award. FAA comments on the draft will be forwarded within 30 calendar days after receiving the draft QSP. Block 13: The Contractor must submit the final QSP 15 calendar days after receipt of FAA comments. Block 15: See H.14, CDRL Distribution.				a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
				See block #14			
				16. Total			
G. Prepared By:		H. Date		I. Approved By		J. Date	
17. Price Group				18. Estimated Total Price			

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List of DIDs

MALSR DID A001	Program Management Plan (PMP)
MALSR DID A002	Program Status Report (PSR)
MALSR DID F001	Quality System Plan (QSP)

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DATA ITEM DESCRIPTIONS

DATA ITEM DESCRIPTION			
1. TITLE: MALSR DID A001 - Program Management Plan (PMP)		2. IDENTIFICATION NUMBER: MALSR DID A001	
3. DESCRIPTION/PURPOSE: <p>The PMP will describe the Contractor's management organization to include interrelationships with the prime Contractor, major Subcontractor(s), and the contacting activity.</p> <p>The PMP will be an all inclusive management plan, providing details of the specific techniques, tasks, and procedures to be used for monitoring contract management and performance, configuration control, data management, production management, and cost control.</p> <p>The PMP provides the contracting activity with a basis for reviewing and evaluating performance and for determining contractual compliance.</p>			
4. APPROVAL DATE: August 1, 2008	5. OFFICE OF PRIMARY RESPONSIBILITY: AJW-452, Navigation Services, Lighting Systems Group	6a. DTC APPLICABLE:	6b. GIDEP APPLICABLE:
7. APPLICATION/INTERRELATIONSHIP: <p>This Data Item Description (DID) is the basis for the Contractor's management approach to program technical, schedule, and cost control.</p> <p>The PMP must be consistent with data products generated for the direction, coordination, and control of systems engineering, interface management, configuration management, QA, and production management.</p>			
8. APPROVAL LIMITATION:	9a. REFERENCES:	9b. AMSC NUMBER:	
10. PREPARATION INSTRUCTIONS: <p><u>CONTENT</u>: The PMP must describe the Contractor's organization, program planning and scheduling tools and techniques, program tracking and control methods, resource management, production planning and management, and Subcontractor management methods.</p> <p><u>FORMAT</u>: The PMP may be presented in the Contractor's format and must include, as a minimum, the following sections:</p> <ul style="list-style-type: none"> A. Introduction – the introduction must be divided into two sections describing the purpose and scope of this document. The purpose section must describe the purpose of the PMP in terms of its relationship to the management of the project and performing the contract tasks outlined in the Statement of Work (SOW). The scope section must contain programmatic and technical background on the system; an overview of the Contractor's approach to program technical, schedule, and cost control; authority of the program manager; and the relationship of the PMP to other programmatic policies, procedures, planning documents; and methods of incorporating changes into the PMP B. Program Management – This section must provide information on the Contractor's management organization, internal management policies and procedures, and overall integrated program schedule, relationships with FAA personnel and agencies, and roles and responsibilities of management entities within the organization 			
11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.			

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DATA ITEM DESCRIPTION	MALSR DID A001 (continued)
Preparation Instructions (Continued)	
<ol style="list-style-type: none"> 1. Management Organization – Present a company organizational chart(s) and sufficient supplemental narrative to fully describe all organizational levels, plans, and activities. This chart must be hierarchical in nature and should delineate clearly all major area responsibilities and management positions. Identify the key technical and management personnel who will be assigned to the project. If the project includes major Subcontractors, provide organizational elements in the project organization chart 2. Roles and Responsibilities – Discuss the authority of all responsible management positions identified by the organizational description. This description must include the role of the project manager to direct, control, and commit resources to adequately fulfill their responsibilities 3. Policies and Procedures – Describe internal policies and procedures to be used in managing the contract 4. Relationships – Describe the working relationships the Contractor will establish with the FAA and any Subcontractors supporting the procurement of the system 5. Subcontractor Management – Describe the approach to managing Subcontractor activities. Include in the approach the organizational relationship maintained between the prime and Subcontractors and methods or requirement flow-down and activity progress reporting back to the prime Contractor. Describe Subcontractor and supplier rating systems used to select Subcontractors and describe the approach to maintaining quality from products produced by Subcontractors <p>C. Schedule – Present a Program Milestone Schedule, which must include all formal reviews and audits, all key programmatic and technical events, and the preliminary and final submission of all documentation identified as CDRLs. The schedule must be developed in accordance with another CDRL and must be presented in summary details in the PMP</p> <p>D. Resource Planning – Provide a detailed description of how the Contractor will allocate and plan resources to meet the delivery requirements of the project. Discuss any resource planning tools used for this purpose</p> <p>E. Metrics – Describe the management indicators (metrics) that will be used to track contract performance activities throughout the contract lifecycle</p> <p>F. Risk Management – Describe the internal approach and method for the identification, assessment, and mitigation of program risks. This approach should include provision for identifying risk areas, assessing risk factors, assigning appropriate resources to reduce risk factors, identifying and analyzing alternative actions available, identifying the most promising alternatives, and planning for implementation of risk reduction. Document the internal risk identification and reduction procedure in a risk reduction action feedback flow diagram. Identify and assess each possible area of risk to the program, applying the internal risk reduction procedures. Describe your procedures to develop a plan of action to mitigate risk when management indicators (metrics) show a deviation of 10 percent or greater between planned and actual indicators</p>	

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DATA ITEM DESCRIPTION	MALSR DID A001 (continued)
<p>10. Preparation Instructions (Continued)</p> <p>G. System Safety – In this section, the Contractor may refer to its SSPP provided under a different CDRL</p> <p>H. Data Management – Describe the organization, procedures, and tools to be used to ensure that all data deliverables required by the contract are made in a timely manner. Identify the office or function responsible for integrating and maintaining the total data management effort. This effort must involve monitoring, reporting, status accounting, and developing a cross matrix (e.g., FAA change requirements versus implemented changes) of all changes to, additions of, or deletions of CDRL contents. The Contractor's procedures for controlling the generation, receipt, approval, storage, and delivery of Subcontractor data and its inclusion in status accounting</p> <p>I. Configuration Management Plan – In this section, the Contractor may refer to its CMP provided under a different CDRL</p> <p>J. Quality Control, Performance Evaluation, and Contractual Compliance – In this section, the Contractor may refer to its Quality System Plan provided under a different CDRL</p> <p>K. Production Management – This section must discuss Contractor and major Subcontractor(s) methods and concepts for employing facilities, tooling, and manpower resources to produce the system/equipment</p> <p>1. Manufacturing Methods and Production Flow – Provide a production flow, preferably using charts, to detail the process for manufacturing an assembly in terms of key operations or assembly points showing individual and total lead times from the procurement of raw material to delivery of the end item</p> <p>2. Make or Buy – This section must identify each item and rationale for all major make/buy decisions and identify single or sole-source suppliers with a backup plan, long lead materials, and any critical materials and vendor control</p> <p>3. Capability and Capacity – This section must describe the data and information used to determine the Contractor and Subcontractor(s) capability and capacity to meet schedule requirements.</p>	

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DATA ITEM DESCRIPTION			
1. TITLE: MALSR DID A002 - Program Status Report (PSR)		2. IDENTIFICATION NUMBER: MALSR DID A002	
3. DESCRIPTION/PURPOSE: Status reports serve to apprise the FAA of the Contractor's assessment of contractual effort as of the date of the report. It covers areas of difficulty and provides the Contractor's approach for correcting problems and maintaining baseline plans. This report is required monthly and may be presented as a part of the Program Management Review (PMR).			
4. APPROVAL DATE: August 1, 2008	5. OFFICE OF PRIMARY RESPONSIBILITY: AJW-452, Navigation Services, Lighting Systems Group	6a. DTC APPLICABLE:	6b. GIDEP APPLICABLE:
7. APPLICATION/INTERRELATIONSHIP: This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract. This DID is applicable when the monitoring of the progress of a program is required on a periodic basis.			
8. APPROVAL LIMITATION:		9a. REFERENCES:	9b. AMSC NUMBER:
10. PREPARATION INSTRUCTIONS: <u>CONTENT.</u> – The report must contain the following: <ul style="list-style-type: none"> A. Work Summary – The report must include a general summary of actual program status versus the Program Management Plan, including work accomplished in each area of the contract, project schedule and budget, and issues and concerns affecting the project during the period B. Schedule – Include a copy of the MALSR Network Logic Schedule (NLS). A statement as to whether the program and specific tasks are on schedule, and if not, efforts planned to meet schedule must be explained. The schedule analysis must include projected completion dates for each task and percentage of task completed to date C. Technical Performance - The report must include a discussion of technical performance in each area of the contract, efforts scheduled during the period, or in progress during the period. The report must summarize engineering activities performed during the period, specifically addressing the Safety Systems Program, Security, and Human Engineering. Include status of each site's activities in relation to planned milestone dates and ECPs or configuration changes affected during the period D. Cost – A statement as to whether the program and specific tasks are within cost. If not, describe efforts planned to control the costs E. Risk Analysis - The Contractor must identify cost, schedule, and technical risks as of the date of the report. Describe the risks as low, medium, or high priority and recommend courses of action for mitigating the risks F. Trouble Reports (TRs) – Report on all TRs and identify possible impacts on the project, schedule, or cost. 			
11. DISTRIBUTION STATEMENT: DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.			

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DATA ITEM DESCRIPTION			
1. TITLE MALSR DID F001 - Quality System Plan (QSP)		2. IDENTIFICATION NUMBER MALSR DID F001, based on DID-FAA-QA-003	
3. DESCRIPTION/PURPOSE <p>The Quality System Plan (QSP) describes the Contractor's specific implementation of the quality management system needed to comply with FAA contract requirements. The QSP describes quality objectives, procedures, and processes consistent with the requirements of ANSI/ISO/ASQ Q9001-2008. The QSP also addresses specific additional quality requirements contained herein.</p> <p>This QSP provides the FAA contracting activity a basis for assessment of the quality system and evidence of the Contractor's intent to comply with the contract quality requirements.</p>			
4. APPROVAL DATE (YYMMDD) <p style="text-align: center;">January 1, 2002</p>	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) <p style="text-align: center;">AJA-44</p>	6a. DTC APPLICABLE <p style="text-align: center;">N/A</p>	6b. GIDEP APPLICABLE <p style="text-align: center;">N/A</p>
7. APPLICATION/INTERRELATIONSHIP <p>This DID contains the format and content preparation instructions for the data product generated by specific task requirements as defined in the contract.</p> <p>This DID is used when a QSP is required and the Contractor is responsible for limited system development (modified NDI software and NDI/COTS hardware components).</p> <p>This DID is intended for use with ANSI/ISO/ASQ Q9001-2008, Quality Management Systems – Requirements.</p> <p>Formal third-party registration of the Contractor to ANSI/ISO/ASQ Q9001-2008 is not required.</p> <p>Contractors that have achieved formal third-party registration to ANSI/ISO/ASQ Q9001-2008 are not relieved from requirements for delivering the QSP. Contractors must provide an acceptable QSP that fully meets the requirements described herein.</p> <p>The Contract Data Requirements List (CDRL) (DD 1423 or equivalent) will specify whether deliverable data are to be delivered on paper or electronic media; and whether the document is to be in a given electronic form (such as ASCII or compatible with a specified word processor or other support software).</p>			
8. APPROVAL LIMITATION <p>NONE</p>	9a. REFERENCES ANSI/ISO/ASQ Q9001-2008, Source: American Society for Quality 600 North Plankinton Avenue, P.O. Box 3005 Milwaukee, WI 53201-3005 (414) 272-8575 Fax (414) 272-1734 Web: http://www.asq.org/ email: help@asq.org		9b. AMSC NUMBER <p>N/A</p>
10. PREPARATION INSTRUCTIONS <u>10.1 GENERAL INSTRUCTIONS</u> <ol style="list-style-type: none"> a. <u>Format.</u> Contractor's format is acceptable provided that it complies with applicable CDRLs and DIDs and has been preapproved by the FAA. The QSP must be written in a format that follows the structure of ANSI/ISO/ASQ Q9001-2008 (as defined and supplemented in section 10.2). If an established plan or manual is used that is based on other similar standards (e.g. previous version of Q9001, FAA-STD-016, etc.), is not necessary to rewrite the plan to reflect the structure of Q9001-2008. However, a matrix must be provided cross-referencing each paragraph of Q9001-2008 and the locations in the QSP where the elements are covered. b. <u>Alternate presentation styles.</u> Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data required by this DID can be made more readable using these styles. 			

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11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

10.2 Content Requirements Content Requirements begin below. NOTE THAT THE FOLLOWING PARAGRAPH NUMBERS ARE NOT ALWAYS SEQUENTIAL, BUT REPRESENT ONLY THE ITEMS REQUIRED FOR THIS PLAN. The numbers shown follow the format and structure of Q9001-2008. For example, paragraph 10.2.4.1 references (and may supplement) QSP requirements from Q9001-2008 Paragraph 4.1. The corresponding QSP paragraph may be numbered 4.1 to follow the structure of the ISO standard. Within this DID, the term 'Contractor' is equivalent to 'organization' as defined in Q9001-2008. Within this DID, the term 'product' refers to developed hardware/software, NDI hardware/software, and modified NDI hardware/software. For all content requirements, the Contractor must describe how their Quality Management System (QMS) meets the requirements of Q9001-2008 and the additional requirements as stated in this DID. If requirements are covered in other plans submitted by the Contractor (e.g. Software Development Plan, Configuration Management Plan), the applicable plan (including applicable section and paragraph number) can be cross-referenced in the QSP.

10.2.4.1 General Requirements Q9001-2008 requirements must be addressed and their application to Contractor's organization and processes must be explained.

10.2.4.2.1 Documentation (General) Q9001-2008 requirements must be addressed. The Contractor QMS documentation must be defined as required by this paragraph. In addition, the Contractor must have documented procedures to address: Design and Development (7.3); Purchasing (7.4); Production and Service (7.5.1); Customer Property (7.5.4); Preservation of Product (7.5.5), to include Handling, Storage, and Packaging; and Control of Monitoring and Measuring Devices (7.6).

10.2.4.2.3 Control of Documents Q9001-2008 requirements must be addressed; in addition, documented procedures as additionally required by this DID must be controlled in the same manner.

10.2.4.2.4 Control of Records Q9001-2008 requirements must be addressed; in addition, the Contractor must control records for the documented procedures as additionally required by this DID. The QSP must address the availability of records for evaluation by the customer or the customer's representative. The Contractor must establish and maintain records, which provide evidence that the product has been inspected and/or tested. These records must show clearly whether the product has passed or failed the inspections and/or tests according to defined acceptance criteria. Where the product fails to pass any inspection and/or test, the procedures for control of nonconforming product must apply (see Q9001-2008 clause 8.3). Records must identify the inspection authority responsible for the release of product.

10.2.5.1 Management Commitment Q9001-2008 requirements must be addressed.

10.2.5.2 Customer Focus Q9001-2008 requirements must be addressed.

10.2.5.3 Quality Policy Q9001-2008 requirements must be addressed.

10.2.5.4 Quality Planning Q9001-2008 requirements must be addressed for this paragraph and subparagraphs. In addition, when changes to the QMS are planned and implemented, this QSP will be updated to reflect such changes.

10.2.5.5 Responsibility, Authority and Communications Q9001-2008 requirements must be addressed for this paragraph and subparagraphs. The QSP must describe the management structure responsible for operation of the QMS. In addition to defining the responsibilities and authorities within the organization, top management must ensure that

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personnel who verify work affecting quality have the organizational freedom and authority from persons directly responsible for developing products or executing process within the project to:

- a. Initiate action to prevent the occurrence of any nonconformity relating to product, process, and quality system
- b. Identify and record any problems relating to the product, process, and quality system
- c. Initiate, recommend, or provide solutions through designated channels
- d. Verify the implementation of solutions
- e. Control further processing, delivery, or installation of nonconforming product until the deficiency or unsatisfactory condition has been corrected.

10.2.5.6 Management Review Q9001-2008 requirements must be addressed for this paragraph and subparagraphs. Review input must include provisions for customer feedback and recommendations for improvement from the customer quality assurance (QA) representative.

10.2.6 Resource Management Q9001-2008 requirements must be addressed for this paragraph and subparagraphs.

10.2.7.1 Planning for Product Realization Q9001-2008 requirements must be addressed for this paragraph. Planning must address requirements for all documented procedures required by this DID. Other related contract plans (e.g. configuration management (CM) plan, test plan) should be identified in this section and interrelationship(s) with the QSP should be explained.

10.2.7.2.1 Determination of requirements related to the product Q9001-2008 requirements must be addressed for this paragraph. Requirements review must incorporate applicable contract review activity.

10.2.7.2.2 Review of requirements related to the product Q9001-2008 requirements must be addressed for this paragraph. Requirements review must incorporate applicable contract review activity and must consider acceptance criteria. Review must include consideration of applicable interface requirements.

10.2.7.2.3 Customer communication Q9001-2008 requirements must be addressed for this paragraph. The paragraph must address implementation of effective communications with customer QA representative.

10.2.7.3 Design and Development Q9001-2008 requirements must be addressed for this paragraph and subparagraphs. The Contractor must establish and maintain documented procedures (for modified configuration items) to assure that design and development activity conforms to specified requirements. Design and development validation must consider contract acceptance criteria.

10.2.7.4 Purchasing Q9001-2008 requirements must be addressed for this paragraph and subparagraphs. The Contractor must establish and maintain documented procedures to assure that purchased products conform to specified requirements. The Contractor must ensure that incoming product is inspected or verified on receipt, as necessary, to assure conformance to specified requirements. The customer must have access to all Contractor facilities necessary to determine product conformance. Verification by the customer must not absolve the Contractor of responsibility to provide acceptable product.

10.2.7.5.1 Control of production and service provision Q9001-2008 requirements must be addressed for this paragraph. The Contractor must plan and control the production, installation and servicing processes that directly affect product quality and must ensure that

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such processes are carried out under controlled conditions. The Contractor must establish and maintain documented procedures to assure that such controlled conditions meet specified requirements.

10.2.7.5.2 Validation of production and service provision Q9001-2008 requirements must be addressed for this paragraph.

10.2.7.5.3 Identification and traceability Q9001-2008 requirements must be addressed for this paragraph.

10.2.7.5.4 Customer Property Q9001-2008 requirements must be addressed for this paragraph. The Contractor must establish and maintain documented procedures to assure that customer property is properly controlled.

10.2.7.5.5 Preservation of product Q9001-2008 requirements must be addressed for this paragraph. The Contractor must establish and maintain documented procedures for handling and storage of the product. The Contractor must provide methods for packaging and handling deliverable end item(s) to prevent damage or deterioration. The Contractor must use designated storage areas or stock rooms for deliverable end-item(s) to prevent damage or deterioration, pending use or delivery. The Contractor must control packing, packaging and marking processes for deliverable end-item(s) as necessary to ensure conformance to specified requirements.

10.2.7.5.6 Control of monitoring and measuring devices Q9001-2008 requirements must be addressed for this paragraph. The Contractor must establish and maintain documented procedures to assure monitoring and measuring devices are correctly maintained and calibrated as needed to assure accurate measurement and provide correct evidence of product conformity. The QSP must address the standard used for calibration of test and measuring devices that is traceable to national or international measurement standards.

10.2.8.1 Measurement, analysis and improvement, General Q9001-2008 requirements must be addressed for this paragraph.

10.2.8.2.1 Customer Satisfaction Q9001-2008 requirements must be addressed for this paragraph. The Contractor must include feedback from FAA QA personnel when measuring customer satisfaction.

10.2.8.2.2 Internal Audit Q9001-2008 requirements must be addressed for this paragraph. In addition, the Contractor must describe the planned activities related to software QA audits for modified configuration items. Internal SQA audits must, include but not be limited to:

- a. Review of software lifecycle processes and supporting processes to assure compliance with contract requirements and adherence to project plans
- b. Verification of the test environment and SW libraries to assure compliance with approved processes and contract requirements.

The Contractor must provide results of internal audits to the customer QA representative.

10.2.8.2.3 Monitoring and measurement of processes Q9001-2008 requirements must be addressed for this paragraph. The Contractor must provide customer access to their premises. The customer must have access to all Contractor facilities necessary to evaluate the ability of processes to achieve planned results.

10.2.8.2.4 Monitoring and measurement of product Q9001-2008 requirements must be addressed for this paragraph. In-process inspection and/or testing must be performed as necessary to assure conformance to specified requirements. Persons performing such

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inspection/test must have authority to prevent any nonconformity related to the product. The Contractor must perform final inspection and/or test as necessary to substantiate product conformance to contract requirements. The Contractor must verify that conduct of such final inspection/test complies with approved procedures; that hardware/software configuration status is properly identified; that discrepancies/open items are properly documented and (if necessary) that corrective action is properly implemented. Results of final inspection/test must be conclusive as necessary for government acceptance. The Contractor must provide customer access to Contractor and suppliers premises. The customer must have access to all facilities necessary to determine product conformance. Verification by the customer must not absolve the Contractor of responsibility to provide acceptable product.

10.2.8.3 Control of nonconforming product Q9001-2008 requirements must be addressed for this paragraph. When practicable, the Contractor must physically segregate nonconforming material to prevent misuse.

10.2.8.4 Analysis of data Q9001-2008 requirements must be addressed for this paragraph. The Contractor must provide results of analysis regarding customer satisfaction and product conformity to customer QA representative.

10.2.8.5.1 Continual improvement Q9001-2008 requirements must be addressed for this paragraph.

10.2.8.5.2 Corrective action Q9001-2008 requirements must be addressed for this paragraph. The Contractor must provide a written response to the customer QA representative for any corrective action resulting from customer complaint.

10.2.8.5.3 Preventive action Q9001-2008 requirements must be addressed for this paragraph. The Contractor must review feedback from the customer's QA representative during the preventive action process.

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INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. Exhibit.** Exhibit identifier for this CDRL item
- C. Category.** TDP, TM, or Other
- D. System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. Contractor.** Contractor's name.
- G. Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. Date.** Date the form was prepared.
- I. Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. Date.** The date the CDRL was approved.

- 1. Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
- 2. Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
- 3. Subtitle.** Further identification of the data item to supplement the title, if required.
- 4. Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
- 5. Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
- 6. Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
- 7. DD 250 Required.**
- 8. APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the Contractor to resubmit the data after FAA approval/disapproval has been issued.
- 9. Distribution Statement Required.**
- 10. Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes			
FREQUENCY		FREQUENCY	
CODE		CODE	
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every 2 months
BI-WE	Every 2 weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMIA	Every 6 months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. As of Date. Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc. N/A identifies that the As of Date is addressed in Block 14 through Blocks 12 and 13 and Block 11 is Not Applicable.

12. Date of First Submission. Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes			
Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter

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See item #14 Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.

The “N” is assigned a value indicating the number of days, e.g., 30 DAC

13. Date of Subsequent Submission. Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.

14. Remarks. Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)

15. Distribution. Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.

16. Total. Total number of draft and final (regular/reproducible) copies required.

17. Price Group. Not used

18. Estimated Total Price. Not used.

End of Section J